

EEOC TRAINING INSTITUTE
Technical Assistance Training Seminar Agenda
Jackson, Mississippi
July 25, 2006

Agenda Highlights: Come to EEOC, the Source for the latest information on EEO in the workplace. Hear from EEOC experts, HR professionals and others about effective EEO practices, employment litigation landmines to avoid, recordkeeping on applicants, writing effective EEO policies and preparing a statement of position. It's a full agenda. Don't miss it.

:	7:30 - 8:15 am	Registration
	8:15 - 8:30 am	Welcome
	8:30 - 10:00 am	Perspectives on Effective Employment Practices <i>Valerie Hicks-Powe, Senior Trial Attorney, Facilitator</i> Hear a panel of human resource professionals, EEOC Managers, plaintiff and defense attorneys examine internal policies and practices which ensure non-discriminatory management results, as well as sound recordkeeping.
	10:00 - 10:15 a.m.	Morning Break
	10:15 - Noon	Avoiding Employment Litigation Landmines <i>Prisca DeLeonardo, Senior Trial Attorney</i> Birmingham District Office Learn to avoid the most common mistakes that employers make, thereby decreasing your risk of employment - related claims. Enhance the ability of your managers, team leaders and supervisors to recognize the sometimes subtle responsibilities that when properly managed, can avoid costly and embarrassing charges.
	Noon - 1:15 p.m.	Lunch with Speaker
	1:15 - 2:00 p.m.	The New OFCCP Internet Recordkeeping Rule – Who is An Applicant? <i>Linda J. Henderson, District Director</i> U.S. Department of Labor Office of Federal Contract Compliance Programs Jackson, Mississippi When does interest cross the line to applicant? This training will de-mystify the definition of an applicant by helping employers understand the criteria for an internet applicant and recordkeeping requirements.
	2:00 - 3:15 p.m.	Taking an Effective Policy and Driving It Home <i>Eddie Daniel-Abdulhaqq, Enforcement Supervisor</i> EEOC, Birmingham District Office Discover the true value of a thorough Workplace Harassment Policy when it is combined with effective dissemination, training, prompt investigation, and appropriate remedial action. This will be an interactive session driven by audience participation, suggestions and brainstorming.
	3:15 - 3:30 p.m.	Afternoon Break

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3:30 - 4:30 p.m.

What Should I Include with My Statement of Position?

Ermea J. Russell, Senior Trial Attorney
EEOC, Birmingham District Office

Understand how to articulate the results of your internal investigations and when to include supporting documentation. Make sure that your recordkeeping practices support actions taken in mediation, negotiated settlements, investigation and conciliation.

Evaluations, Questions & Answers, Closing Remarks & Certificates